



## DUTY STATEMENT

<b>Classification: Accounting Officer (Specialist)</b>		<b>Position Number: 161-4546-012</b>
<b>Division/Office/Section:</b> ASD / FSB/ Accounting/ AR Unit (Formerly CMU)		
<b>Location:</b> Sacramento	<b>Effective Date:</b>	
<b>Employee's Name:</b> Pending		
<b>Supervisor's Name:</b> Dipti Patel	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Collective Bargaining Identifier (CBID):</b> R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Under the general supervision of the Accounting Administrator I, over the Accounts Receivable (AR) Unit, this position performs the professional accounting work associated with the Initiation and maintenance of all Accounts Receivable at CalRecycle in accordance with SAM 8776. This includes initiation, liquidation, collections, and reconciliations.

This position is responsible for duties related to the Accounts Receivable (AR) functions within the departmental accounting office. This requires knowledge of accounting principles and procedures, governmental accounting, the uniform accounting system, related laws, rules and regulations, and principles of business management to prepare and track various monthly accounts receivable reports and reconciliations, analyze accounts receivables for completeness and accuracy, and ensure department's billings are processed according to the state administrative manual (SAM) and regulations as set forth in Public Resources Code (PRC).

### ESSENTIAL FUNCTIONS

- 25%      A/R initiation: Perform the professional accounting work associated with the Initiation and maintenance of all AR in accordance with SAM 8776. This includes receivables resulting from audits, reviews, Notice of Violations (NOVs), Settlement Agreements, Dishonored Checks, Interest Payment calculations, and Payment Plan agreements (including the management of outyears) for all programs. Duties require the analysis of billing requests and supporting documentation to ensure debt is appropriately owed and supported pursuant to SAM 8776, the determination and posting of the appropriate general ledger transactions, fund level posting, and subsidiary system record updates. Respond to customer inquiries and research accounting history to resolve discrepancies in receipts, billings, or document balances. Process transactions necessary to adjust outstanding invoices in the FI\$Cal and DORIIS systems and properly reflect amendments and invoice disputes.
- 25%      A/R Liquidation: Perform the professional accounting work associated with the liquidation of invoices and receivables in FI\$Cal and DORIIS received in the daily Report of Collections. Ensure the accurate recording of account number, check numbers, payer, and proper distribution of payment into the DORIIS subsystem and corresponding records in FI\$Cal if applicable. Research invoice/reporting supporting documentation in the FI\$Cal and DORIIS system as necessary to identify and post Uncleared Collections. Work with other accounting unit staff, the Program, and debtors to resolve any unapplied or mis-posted payments. Review/ recommend revenue refunds as appropriate.
- 25%      Collections: Prepare and send standard 30-60-90-day notices to delinquent debtors pursuant to the State Administrative Manual (SAM) for all programs. Prepare, review, and analyze aging receivable reports for beverage participants and other debtors to the fund. Maintain database and backup documentation regarding collection efforts. Regularly verify that file balances in the file agree with FI\$Cal general ledger balance detail for each appropriation and funding fiscal

year, and that all other subsidiary databases are all in agreement. Regularly review account information, system templates, and notes to files. Follow up on collection actions with debtors and associated program staff, with occasional travel as needed. Coordinate with Legal Office for resolution of aged receivables. Make recommendations to team leaders and management on collection options. Assist with Franchise Tax Board (FTB) Offsets and State Controller's Office (SCO) Accounts Receivable write off/ discharge processes.

5% Participant Account Reconciliation: Perform standard participant account reconciliations. Work with participants, other accounting unit staff, and Program to research, analyze, and post the correction of misapplied payments and associated remittances.

5% Other Reconciliations: Perform various periodic reconciliations of receivable operations. This includes the analysis of system reports to ensure internal posting programs are working properly and that source documents (input) reconcile to system reports (output), reimbursable expenditures reconcile to invoice requests/issued billings, and that fund/ source level postings between the Department and SCO are in agreement. Review and analyze postings to ensure general ledger transactions are posted correctly to revenue, reimbursements, or expenditure (abatement) ledgers. Regularly verify that all subsidiary systems and hard files are cross referenced and in agreement with general ledger balances. Work with program managers, liaisons, and accounting staff as needed to resolve discrepancies.

## **MARGINAL FUNCTIONS**

5% Accruals: Assist in the analysis and preparation of Accounts Receivable accruals for the Fiscal Year End Financial Statements. Assist in the preparation of the ensuing Annual Report to the Controller of the Department's Accounts Receivables and Discharged Accounts for all funds pursuant to Government Code 16583.2. Distribute annual collection/revenue information to revenue forecasting, management, budgets, and respond to questions from control agencies and auditors.

5% Review Accounts Receivable internal control procedures and make recommendations to realign staff duties as required. Pursuant to the most current Separation of Duties listing or as directed by a supervisor, assist in performing tasks required to maintain a proper separation of duties in the accounting office. Such tasks may include (but are not limited to) the following: signing out blank check stock, distributing revolving fund checks, preparing reports of collection, preparing deposit slips, running tapes, or delivering deposits.

5% Enroll/ participate in training, where necessary, (by FI\$Cal, DOF and/ or LinkedIn) to broaden knowledge and remain consistent with changes/ updates.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
<b>Employee Signature:</b>		
I certify that the above accurately represent the duties of the position:		Date:
<b>Supervisor Signature:</b>		
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>		
<b>C&amp;P Analyst:</b>		<b>Date Approved:</b>

### SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)

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### IDENTIFICATION OF PHYSICAL, COMMUNICATION, & ENVIRONMENTAL DEMANDS

- ☒ **VISION** – You must have sufficient vision to perform the following duties: read and write.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: answer the telephone, listen to supervisor's instructions, interact with internal and external parties, and actively participate in meetings.
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: verbally communicate with internal and external parties.
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** – Your respiratory system must be in sufficient condition to perform these duties:
- ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: (a-k) work at desk using computer, telephone, calculator, stapler, and desk lamp; (a-n); (a-j) operate office equipment.
- ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: write with a pen and pencil, use a computer, turn pages of a document, file material, and operate various office equipment.
- ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: file material, occasionally pick up paper and load copy machine, and retrieve items from supply cabinet.
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: use computer, review and prepare written material, and attend and participate in meetings.
- ☐ **LIFTING** – You must be able to lift up to \_\_ pounds to perform the following duties:
- ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review written material and make corrections as necessary, be alert in verbal communication, listen to and follow instructions, and actively participate in meetings.
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: move around in the workplace while performing daily duties and responsibilities, and safely operate office equipment.
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: actively participate in meetings and move around in the workplace while performing daily duties and responsibilities.
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** – You must be able to perform the following duties in such a manner that you do not jeopardize the health and safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive to perform the following duties.
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

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### EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

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Signature

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Date